



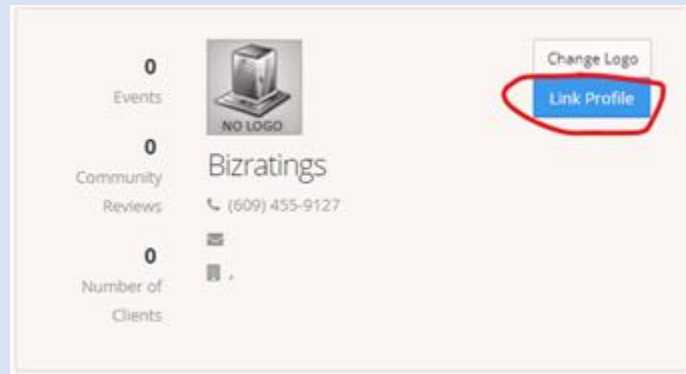
This document will show you step by step on how to create a Vendor Profile for your company on BizRatings. This is required in order to receive community reviews, which are reviews left by members within IT Nation. This is great for other prospects within the IT Nation to learn more about how great your company is and what experiences their peers had with you.

1. Log into BizRatings as a Vendor - <https://events.bizratings.com/login.aspx>

A screenshot of the BizRatings Sign In page. The page has a light beige background. At the top, it says "Sign In". Below that is a "Type of Access" dropdown menu. A red arrow points to the "Vendor" option in the dropdown list, which is currently selected and highlighted in blue. Other options in the list include "Attendee", "Facilitator", and "Event Manager". Below the dropdown is a "Password" field with a yellow background and a lock icon. There is a "Forgot password?" link below the password field. At the bottom, there is a checkbox for "Stay signed in" and a blue "Sign In" button.

BIZRATINGS.COM

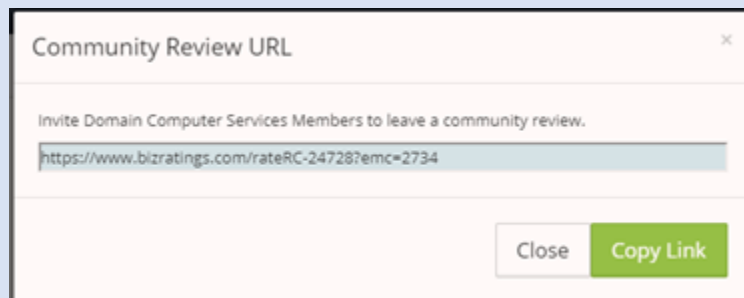
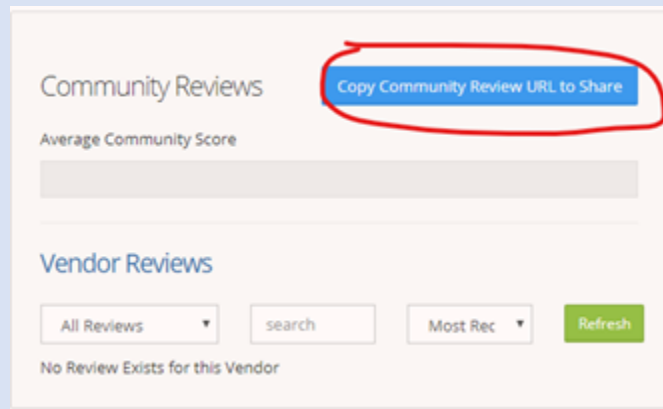
2. Once you log in, on the top left box, there will be a Blue Button that says "Link Profile". Click this link and enter and confirm the information you want on your profile and click, "Create Profile"



A screenshot of the 'Link Profile in Bizratings' form. At the top, a message states: 'You don't have a Company Profile in Bizratings. Create Profile to Link your account with Bizratings'. The form contains several input fields: 'Company Name' (pre-filled with 'Bizratings'), 'Address' (with sub-fields for 'Enter Street', 'Enter City', and 'Enter State'), 'ZipCode' (with sub-fields for 'Enter Zip' and 'Enter Country'), 'Phone' (pre-filled with '6094559127'), 'Fax' (with sub-fields for 'Enter Fax' and 'Website'), 'Contact Person' (pre-filled with 'Raj Patel'), and 'Position'. At the bottom, there is a 'Create Profile' button circled in red and a 'Close' button.



3. Once your profile is created, you will have a special link that you can share with IT Nation Members that will have their reviews show up at Community Reviews. Click “Copy Community Review URL to Share” Access this link.



Once you complete these steps, you're profile page will be set up and you can start sharing this link during IT Nation events to get reviews!